Recruit Workforce GBL

HRIS 8.3

January 2003

Recruit Workforce GBL **HRIS 8.3**

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Recruitment – Job Requisitions and Applicant Hire

January 2003

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Overview of HRIS Version 8.3

The HRIS Version 8 Tutorial and Navigation Course covers the basic version 8 terminology and functionality. This document will not cover specifics of what has already been covered by the on-line applications. Some basic shortcuts and terminology are available on the HRIS web site. The URL is http://www.lbl.gov/Workplace/HumanResources/. Any questions should be directed by email to: hris@lbl.gov.

Basic Procedures

Logging on to HRIS 8.3 Database

Database named HRPRD is the current production database and should not be updated with test or training data.

Login Procedure

The url for HRPRD is: http://hrsrv.lbl.gov:8000/servlets/iclientservlet/HRPRD/?cmd=start&

1. Using Internet Explorer, type "hris.lbl.gov/HRPRD" in the URL, the login page will display
2. Enter your PeopleSoft Operator ID (case sensitive)
3. Enter your password (case sensitive)
4. The window opens to the Home page with your menu groups.

This document covers the procedures relating to the Recruit Workforce (GBL) module.

Roadmap from the Home page:

Home>Develop Workforce>Recruit Workforce (GBL)>

Changing your Password

Roadmap

Home > PeopleTools > Maintain Security > Use > My Profile

Procedure

1. Once you've logged into PeopleSoft
2. Follow the path: Home > People Tools > Maintain Security > Use > My Profile
3. Click on Change **Password link**
4. Enter your **current Password**, tab
5. Enter a **new Password** (Reminder: Case sensitive, LBL policy, etc), tab
6. Confirm the **new Password**
7. Click **OK,** then click the **Save** button
8. Go back to **Home** to exit the password pages.

Access to Records, Data and Pages

All HR Field staff will be assigned the same "Role" for accessing the parts of the system you need to work in. You should all have the same access to complete assigned duties.

Data Correction and End User Support

Correction of incorrect effective dated data should be sent to Payroll@lbl.gov. If you have access to change data then by all means…. Do it!

Duplicate ID numbers, value list changes, table, and any other squirrelly problems should be sent to HRIS@lbl.gov

Dagny Miurduchann	x6588	Recruit Workforce, Administer Guest, and Query
Amy Lowe	x5044	Administer Workforce, Administer Training, Plan Salaries, and Query
Angela Dawn	x7873	Value lists, Institution/School Tables, and Query Basics
Cynthia Coolahan	x6431	System Security and Access
Ben Ortega	x6326	Questions regarding Foreign Nationals, Visas, Citizenship and Degree Verification.
Mary Bishop	x5270	Questions regarding Policy and the RPM
Payroll	x6543	Data correction, pay issues, tax questions, PAF processing, etc.
Benefits	x6403	Health and Welfare questions, Benefit program eligibility

Functionality Differences for Users Transitioning from Version 7.51

HRIS Version 8.3 functionality is basically the same as 7.51. An employee record has the same components and these components relate to one another in the same fashion.

Some data fields have moved to new page locations and some pages have moved to new component locations.

Some Important Changes are:

1. Applicant ID numbers do not change to the Employee ID when the Applicant is hired. HRIS 8.3 keeps a record of the link between the Applicant ID, Job Requisition and Employee ID.

2. Citizenship Status must be entered **prior** to the Applicant Hire Process. The field is now located in the IRSO Passport/Citizenship page. Only IRSO staff have access to update this page once the record is entered in Admin Workforce.

3. Applicant Activity is a completely new process. Linking, Routing, Scheduling Interviews and Offers are still part of the process, but the flow and logic are different and are described in detail in this document.

Overview of Job Requisitions and Applicant Data

In this Section:

- An overview of the pages and page elements for Job Requisitions and Applicant Data
- Procedures for data entry and maintenance
- Sample exercises

Objectives

Using the Recruitment Module you will:

- Create and maintain job requisitions
- Maintain candidate and applicant information

How to Open the Recruitment Module

Roadmap

Internet Explorer	http://hris.lbl.gov/hrprd
PeopleSoft Sign on	Enter Operator ID and Password
Home	Develop Workforce>Recruit Workforce (GBL)
Menu Options	Use Setup Process Inquire Report LBNL_Reports

Procedure

1. Start Internet Explorer (IE)
2. Enter ***http://hris/HRPRD*** in Address
3. *The Peoplesoft 8 Signon page will be displayed*.
   Enter User ID and Password and click **Sign In**
4. *The Peoplesoft 8 Home page will be displayed.*
5. In the Menu Groups, click **Develop Workforce** link to expand the Menus.
6. In the Menus, click **Recruit Workforce (GBL)** link to expand the Menu Items
7. Click **Use** link to expand the Use Components

Pages and Components

Components

Pages, Components and descriptions under them are summarized below:

Component	Page Title	Description
Job Requisition Data (LBNL)	Job Requisition Data 1	Contains Level 1, status, dates, job code, empl_class, supervisor name, recruiter name, originator, and interviewer. Populates from data entry.
	Job Requisition Data 2	Contains Level 2, 3, 4, shift, full-time/part-time, HEERA/confidential. Populates from data entry.
	Job Requisition Data 3	Contains job-posting summary and descriptions. Populates from data entry.
Applicant Data	Applicant Contact Info	Contains name, address and phone number. Populates from either Restrac or data entry.
	Applicant Application Info	Contains Application Date and Status. Populates from either Restrac or data entry.
	Source Information	Contains Referral Source information. Populates from Restrac or data entry.
	Applicant Requisition	Applicant Job Requisition Disposition, Status enterable.
Prior Work Experience	Prior Work Experience 1 Prior Work Experience 2	Contains fields used in generating the Salary Offer Worksheet.
References	References	May be used for final applicants, probably after interview.
Identification Data	Citizenship/Passport	Contains citizenship and passport data. Applicant Hire users enter US citizenship status here. Passport data is entered and maintained only by IRSO.
	Visa/Permit	Contains Visa and Permit Type, Number, Status and Dates. Data is entered and maintained by IRSO.
	Issue Details	Passport Issue Details - - Country, State, City, Authority.
	Visa/Permit Supporting Docs	Contains Supporting Document ID, Request Date and Received Date.
Education	School Education	Education data prior to college. NOT USED

Component	Page Title	Description
	Professional Ed. And Trg	College Degree data (completed only).
	Professional Courses	NOT USED
Applicant Activity	Applicant Activity Requisitions	Contains Requisition Applied For information, Disposition Status, Reason and date.
	Applicant Activity Routings	Contains resume routing information and status for the Applicant/Requisition
	Applicant Activity- Interview Schedules	Displays interviewer, date and status for scheduled interviews for the Applicant/Requisition.
	Applicant Activity Interview Results	NOT USED
	Applicant Activity-Offers	Enter Offer and component data for offer letter and offer status. Updates applicant data and requisition.
	Applicant Activity-Expenses	Contains data for expenses for an applicant by requisition. Use if costs were incurred.
Schedule Interviews	Schedule Interviews	Enter Interview Schedule data – Interviewer, Interview Date.
Applicant Hire	Hire Applicant	Process to move applicant data to Administer Workforce. User must review and update employee hire panels before saving data.

Resumes and Auto Filled Fields

At LBNL the Restrac application is used to store text and images of resumes received from Job Seekers. Several important actions occur when a resume is loaded (scanned) into the Restrac system.

1. An Applicant ID number is created for that Job Seeker.
2. Personal Data relating to the Job Seeker is populated in the Recruit Workforce (GBL) Applicant and Application Data pages. (Name, Address, Phone, Application Date, and Source are populated)
3. The resume is saved in text format and is available for the Recruitment Team to search using the Restrac query tools. Key word searches used to identify job requisition # 's and skills referenced in the resume and cover letter text.

Required Fields for Regulatory Reporting

Fields we must have at end of recruitment process:

Tracking applicants to job requisitions is only required for those jobs that are eligible for retirement benefits.

This includes the following Employee Classes:

- Term (A)
- Career (N)
- Postdoc (P)

1. Data Provided through Restrac Scanning process or HRIS Tables

Job Group with EEO Type	Obtained from Job Code
Name	Supplied through Restrac Scan process
Gender	Supplied through Restrac Scan process
Ethnic Group	Supplied through Restrac Scan process
Route Date	Data Entry
Route To "Supervisor Name"	Data Entry
Rejected Reason	Auto-assigned through Applicant Hire process
Referral Source	Supplied through Restrac Scan process
Application Date	Supplied through Restrac Scan Process

2. Items Entered by Data Entry

Job Requisition Number	Auto-Assigned when PS Job Requisition is created
Job Req. Posting Date	Data entered on Job Requisition
Employee Class of Opening	Data entered on Job Requisition
Job Code	Data entered on Job Requisition
Level 1	Data entered on Job Requisition
Interview Date	Data entered on Schedule Interviews Page
Offer Date	Data entered on Applicant Activity, Offers Page
Hire Date	Data entered as effective date on Applicant Hire action
Offer Decision	If applicant refuses offer, data entered on Applicant Activity, Offers page
Route Date	Data Entered in Applicant Activity, Routings Page
Route To "Supervisor Name"	Data Entered in Applicant Activity, Routings Page

Create a Job Requisition - Non-effective Dated

Approvals: The Job Requisition must have all required division and budget approvals prior to posting on the web.

Multiple Openings: One job opening per requisition.

Summary Report of Job Requisitions by Division:
Use the *LBNL Report – Requisition Status* to view a list of all Requisitions and their status.

Underutilization: Information is displayed on the Job Requisition 2 page. Use this information when developing your recruitment strategy.

Special Features:

<u>Previous EmplID:</u> The field, *Previous EmplID* auto populates based on data from Admin Workforce employee record. If the requisition is to backfill or recently vacated position, use the previous employee's ID. You may also select an employee ID for a similar position. In either case, you must review all fields before the record is saved.

<u>Previous JobReq:</u> The field, *Previous JobReq,* auto populates based on data from a requisition which already exists. You must review all fields before the record is saved.

Procedure to Add a Job Requisition

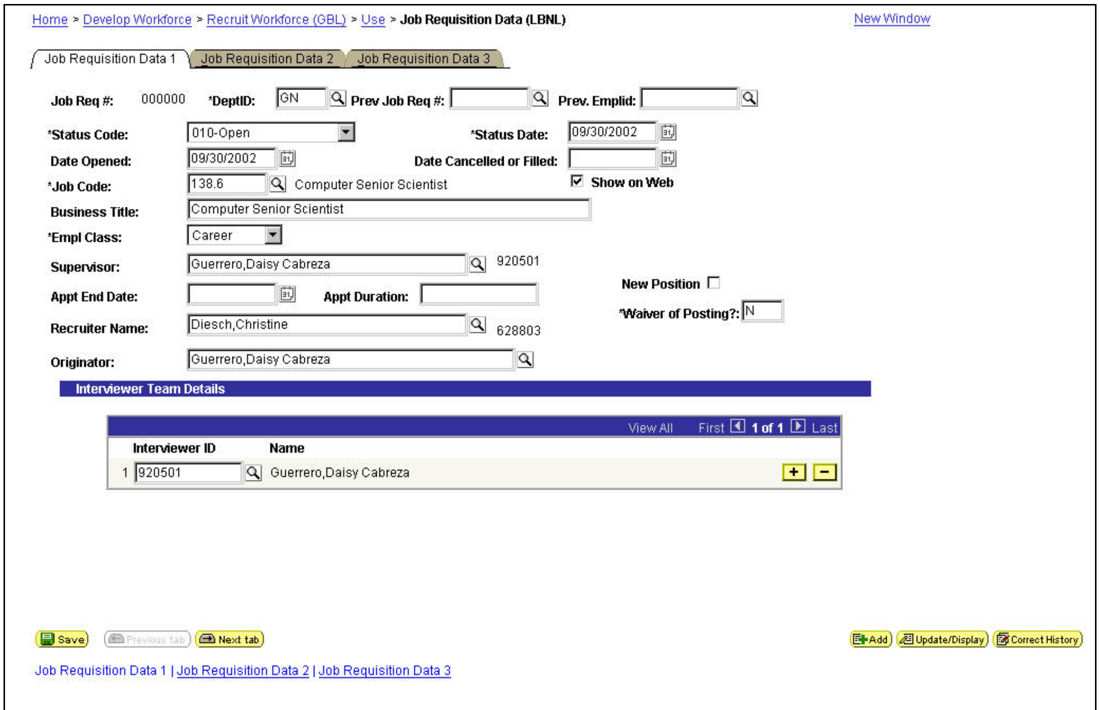
Roadmap

Home**>**Develop Workforce >Recruit Workforce (GBL) >Use > Job Requisition Data (LBNL)

Procedure

1. Select **USE > Job Requisition Data (LBNL)**
   The Job Requisition Data (LBNL) Find an Existing Value page displays
2. Click on the link Add a New Value
   Job Requisition Data (LBNL) Add a New Value page displays
3. Click **ADD** button**,** leaving the **Job Requisition #** to be auto assigned by the system when the record is saved.
4. **Enter** the data for **Job Requisition Data 1**, **Job Requisition Data 2** and **Requisition Data 3** as shown on the following pages.
5. When entry is complete, click **Save** button.

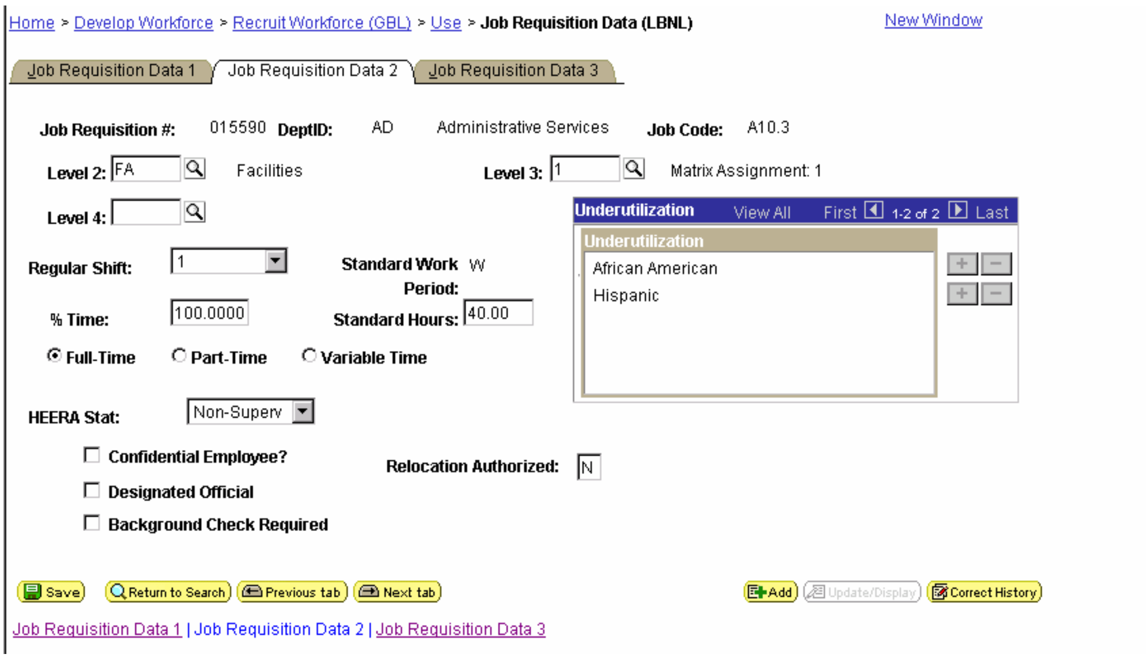
Job Requisition Data 1



Req	Field Name	Type	Description
**	**Dept ID**	LU	Enter level 1 code
	Prev. Job Req. #	LU	Enter as necessary
	Previous Emplid	LU	Enter if a backfill position
	Status Code	VL	Defaults to "open"
	Status Date	DT	Effective date of Requisition status – defaults to today's date
**	**Date Opened**	DT	Auto fills with Req status open date
	Date Cancelled or Filled	DT	Auto fills with Req status date when requisition is cancelled or filled
**	**Job Code**	LU	Enter LBNL Job Code
	Show ON Web	CB	Default is Yes (OPEN & HOLD both displays on web). Uncheck to not display.
*	**Business Title**	--	Working Title – Auto fills from Job Code
**	**Empl Class**	LU	Select from Value List (required)
*	**Supervisor**	LU	Hiring Supervisor Name (PeopleSoft format)
*	**Appt End Date**	DT	Last date of appointment (mm/dd/yy)
	Appt Duration	--	Text format (6 months, 1 year, etc.)
	New Position	CB	Check if new, blank if backfill
*	**Recruiter Name**	LU	Name (PeopleSoft format)
	Waiver of Posting?	--	Y/N as appropriate
**	**Originator**	LU	Defaults to Supervisor
**	**Interviewer ID**	LU	Auto fills from Supervisor

** WFDO Required Field * Required for recruitment and employment reports

Job Requisition Data 2



Req	Field Name	Type	Description
	Level 2	LU	Select from value list
	Level 3	LU	Select from value list
	Level 4	LU	Select from value list
	Regular Shift	VL	Should be N/A
	Stand Work Period	--	Display only, should always be "W"- weekly
*	**% Time**	--	Auto fills 100% if Full Time Indicator on. Enter percentage hours per week for part-time
	Standard Hours	--	Auto updates from %Time and vice versa, should be hours/week for this position.
*	**Full/Part/Ind**	CB	Click as appropriate
	HEERA Status	VL	Defaults (non-supervisor), req LER apprvl
-	**Confidential Employee?**	CB	Defaults (none), required LER approval
	Relocation Authorized	----	Defaults N, change to "Y" if authorized
-	**Designated Official**	CB	Check this box if this is a "designated" position. Financial disclosure reqmnts must be stated in the posting description.
	Background Check Required	CB	Check this box if a background check is required
	Underutilization	--	Will auto-populate in accordance WFDO data. Contact WFDO for assistance in developing your recruitment strategy.

*Required for recruitment and employment reports - May require "optional paragraph" in the offer letter

Job Requisition Data 3

Req	Field Name	Type	Description
*	**Short Description**	--	Enter 2000 character description for hard copy CJO. This section does not show on web CJO.
*	**Description**	--	Cut and Paste the required text See Next Page for Format Guidelines

* Required Field

Current Job Opportunities (CJO) Job Postings

Posting Description Guidelines

The following header information will be auto-displayed by the CJO. Do not include these fields in the text of your posting description. (i.e. do not include this information in the PS field where you enter your posting description)

Job Title (Business Title)
Requisition Number
Division (Level 1)
Department (Level 2)
Date Opened

Note: Salary ranges are not displayed on the web. Salary range request should be sent to the LBNL Recruitment Manager.

For job postings to appear on the web, the text must be entered in PeopleSoft on the Job Requisition page. Job Requisition status OPEN and HOLD will display if the "Show on Web" check box is checked.

On the web, candidates will see only the Description field with the basic formatting defined below.

Words that fall immediately before a colon " : ", will be auto-bolded with a carriage return prior as a header.

As a guide, your position descriptions should only have headers for **Duties**, **Qualifications** and **Notes**. These three words will be capitalized and bolded when followed by a colon " : ". See example below:

DUTIES: XXXXXXXXXX

QUALIFICATIONS: XXXXX

NOTES: (If applicable)

***Please do not insert a "Date Closed" in your posting text.*

Formatting Tips:

- Words immediately before a colon will be auto-bolded.
- Do not use italics in your text

Update an Existing Job Requisition

A requisition may be updated at any time. It is a non-effective date action, which means you may update the record without the necessity of correction mode.

Roadmap

Home>Develop Workforce>Recruit Workforce (GBL)>Use>Job Requisition Data (LBNL)

Procedure

1. Select **Use>Job Requisition Data (LBNL)**
   The Job Requisition Data (LBNL) Find an Existing Value page displays.
2. Enter the Job Requisition #, Click on **Search** button
3. The system will display Job Requisition Data 1 for the selected requisition number.
4. **Update** the fields as necessary.
5. When data update is complete, click **Save** button.

Important Note: Once a requisition has been Cancelled or Closed it may not be reopened. A new requisition must be added. Contact hris@lbl.gov if you have any questions.

The Applicant Data Pages

Applicant Data records in the Recruitment module contain the basic information regarding all candidates for laboratory positions. Applicant Data Records are created by Restrac Resume Scanning or by manual data entry.

Applicant Data records are effective dated.

Terminology:

The page titles are PeopleSoft delivered and say “Applicant”. At LBNL the status of the applicant record determines the correct terminology to refer to the person. Job Seeker, Candidate and Applicant data is contained on the same pages, the qualifications and interview status must be determined.

Definitions:

<u>Job Seeker:</u> anyone who expresses written interest in an open position

<u>Applicant:</u> anyone who meets the minimum qualifications for an open position.

<u>Candidate:</u> anyone who is interviewed for an open position.

<u>Finalist</u>: the successful and final candidate for the open position.

The Restrac Resume Scanning Load

The Restrac scanning process populates most Applicant Data fields. Fields are populated if the job seeker has provided information clearly and completely. These records may or may not include education data.

Direct Data Entry in Recruitment

All employee “new hires” require an Applicant record in HRIS. The Applicant Hire process will be used to create the HIRE row in the Administer Workforce Employee pages. Data will be transferred from the Recruitment Module to the Employee pages in Administer Workforce.

HR Center Staff will manually create applicant data records for the following empl_class(es) if the applicant doesn’t exist in HRIS.

- G - Graduate Student Research Assistant
- S - Student Assistants
- T - Temporary Appointments
- V - Visiting Postdocs
- F - Faculty

Viewing Personal Data pages in Recruitment: You can view the Name /Address and Personal Info pages for Applicant ID and Employee ID records from Recruitment for employees who have applicant information.

- Non-employee Job Seekers, Candidates, and Applicants have Applicant ID's beginning with the letter "A" followed by 5 numerals (an "A number").

- "Employee" Job Seeker/Applicants/Candidates have either a 6-digit all-numeric Employee ID or an ID beginning "P" followed by 5 numerals (a "P number", denotes an old Guest or Contract Worker). All "P" numbers are invalid and need to be converted. If you find a "P" number, please email hris@lbl.gov.

The Administer Workforce Module does not share the reverse view of the Recruitment Module.

Update an Applicant Record

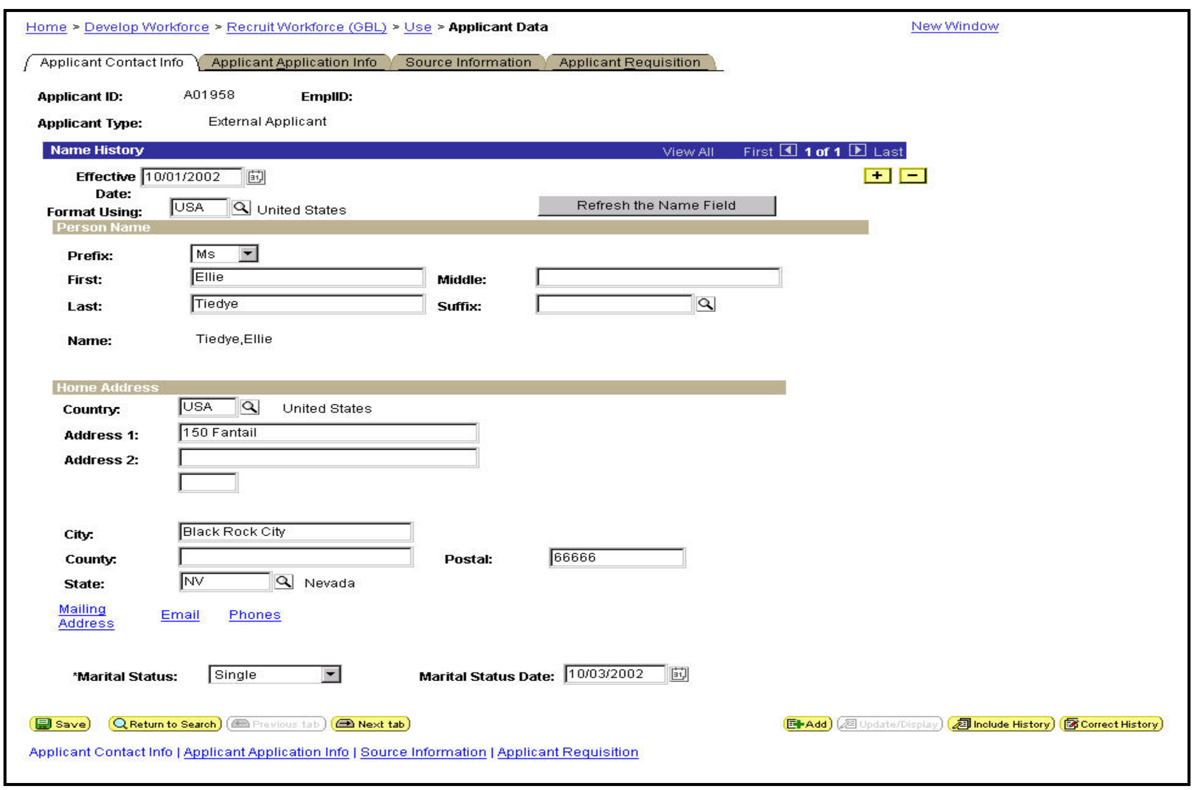
Use this procedure to open an existing Applicant record for update.

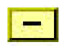
Roadmap

Develop Workforce>Recruit Workforce (GBL)>Use>Applicant Data

Procedure

1. Select **Use**>**Applicant Data**
   The Applicant Data / Find an Existing Value page displays.
2. **To Update an Existing Applicant's data**:
   a. Enter the Applicant's last name in Name
   b. Click **Search** button**.**
   c. Search Results at the bottom of the page will show all Applicants with last name beginning with the letters you typed.
   d. Click on an Applicant Name under Search Results.
   e. The Applicant Contact Info page will be displayed.



3. To change Applicant Telephone information
    i. Click on <u>Phones</u> *The Telephone Numbers page will be displayed*
    ii. Use the drop-down values list to change Phone type.
    iii. Type over the Telephone Number to change it.
    iv. To add a new Telephone type and Number:
        1) Click on the  button.
        Another Telephone line will be displayed
        2) Select the new Phone Type from the drop-down values list
        3) Enter the new Telephone Number
    v. To remove a Phone Type and Number:
        1) Click on the  button on the Telephone Number line you wish to delete.
        The line will be removed from the page
    vi. Click on **OK** button to return to the Applicant Contact Info page
    vii. Click on **Cancel** button to cancel any changes you have made on the Telephone Numbers page.
4. Click **Save** button to save your changes

Add a New Applicant:

Important: Before you ADD a new record – *Always Search* for an existing number for the person!

Search

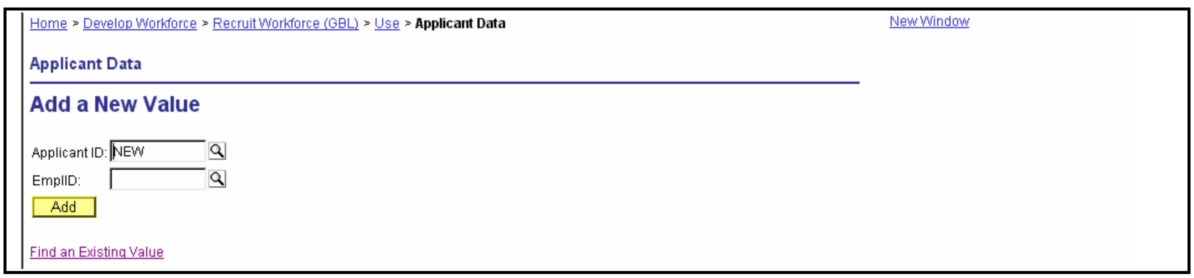
1. Use>Applicant Data
2. Applicant Data/Find an Existing Value page will display
3. Enter **partial Last Name** in "Name" field, Click **Search**.
4. If either an Applicant# or an Employee# already exists, you do not need to add Applicant Data. Proceed to entering Applicant Activity (Section 2).

A "new" Applicant is a person who has no existing Applicant data in Recruit Workforce.

An employee (either currently active or terminated) might be a new Applicant. In this case the record is added using the employee ID number.

1. Click on Add a New Value

   The Applicant Data / Add a New Value page will be displayed with a value of "NEW" in Applicant ID



a. If the new Applicant has an Employee ID (i.e. is a current or former employee), enter the Employee ID into EmplID.

b. Click on **Add** button.

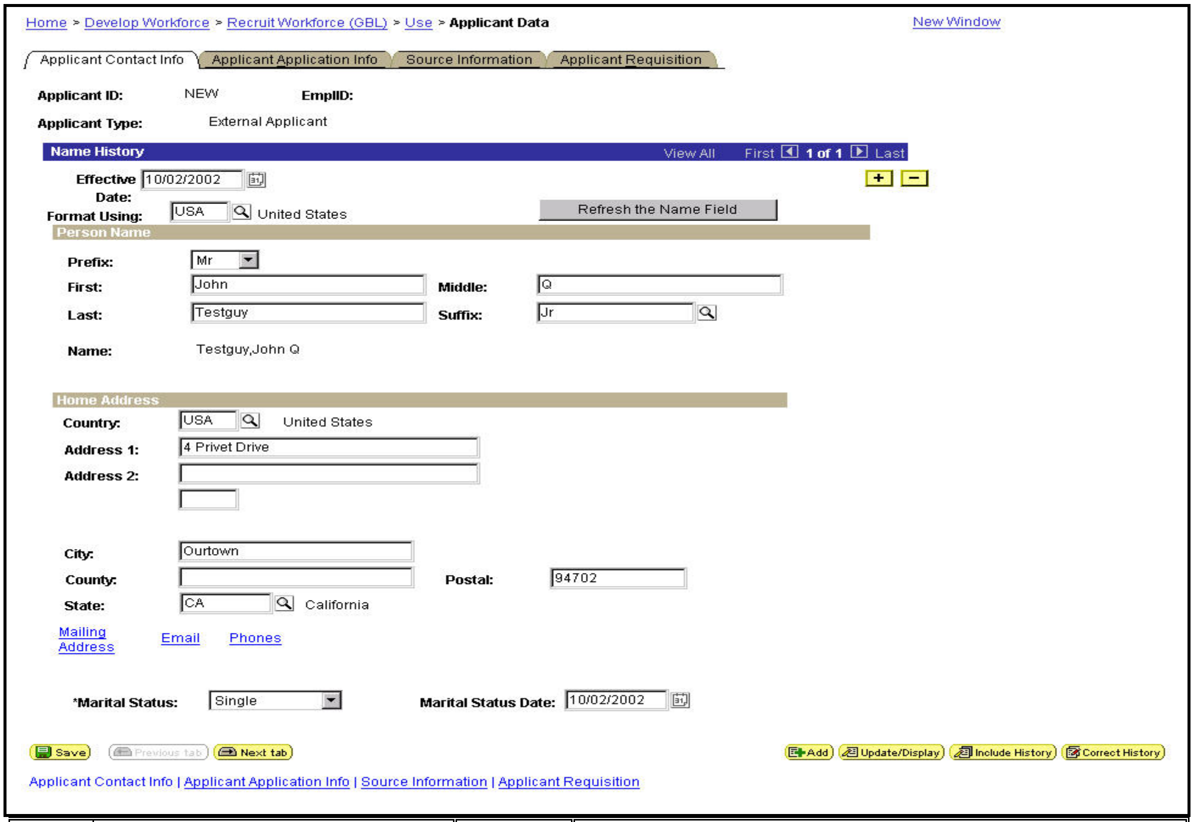
c. For a new non-employee Applicant, the system will assign the Applicant ID when the record is saved. For a new employee Applicant, the system will use the Employee ID as the Applicant ID.

d. The Applicant Contact Info page will be displayed.

e. When data entry is complete, Click **Save** button.

Applicant Data Pages

Applicant Contact Info Page

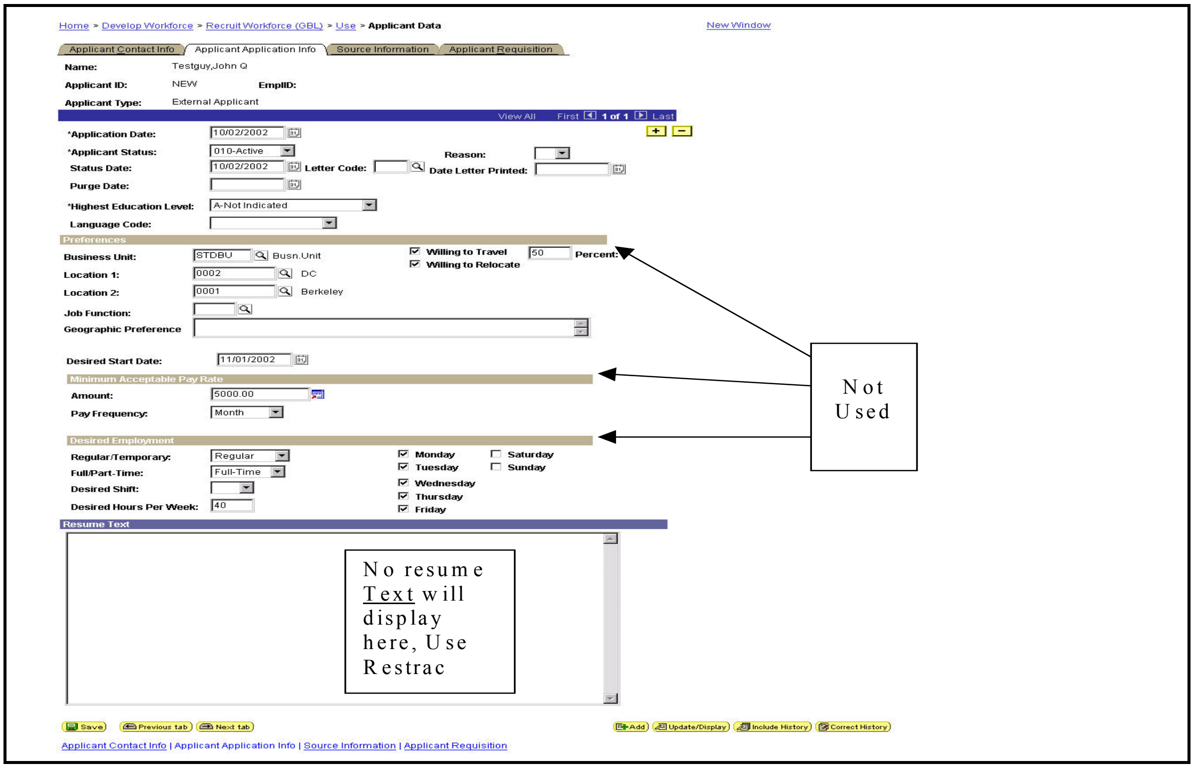


Req	FIELD NAME	Type	Description
*	**Effective Date**	DT	Defaults to current date. **Must be same date as Application Date.**
	Prefix	LU	Leave blank – Not Used
*	**First Name**	--	Enter
	Middle Name	--	Enter if applicable
*	**Last Name**	--	Enter
	Suffix	LU	Enter if applicable
	Home Address-Country	LU	Defaults to USA. Value List available
	Home Address-Address 1	--	Enter
	Home Address-Address 2	--	Enter if Applicable
	Home Address-City	--	Enter
	Home Address-County	--	Leave Blank
	Home Address-Postal	--	Enter (Zip Code)
	Home Address-State	LU	Enter or select from value list
	Marital Status	LU	Defaults to Single – Not Used
	Marital Status Date	DT	Defaults to current date for New applicant –Not Used
	Mailing Address	LINK	Links to Postal Address Page-Not Used
	Email	LINK	Links to Email Addresses Page – Not Used
	Phones	LINK	Links to Telephone Numbers Page

* Required Field

Application Info

Contains details regarding applicant standing, applicant status and location and information to track the applicant's preferred salary and work schedule. Click on the **+** to add a new Application Date for the Applicant



Applicant Data Application Info Page

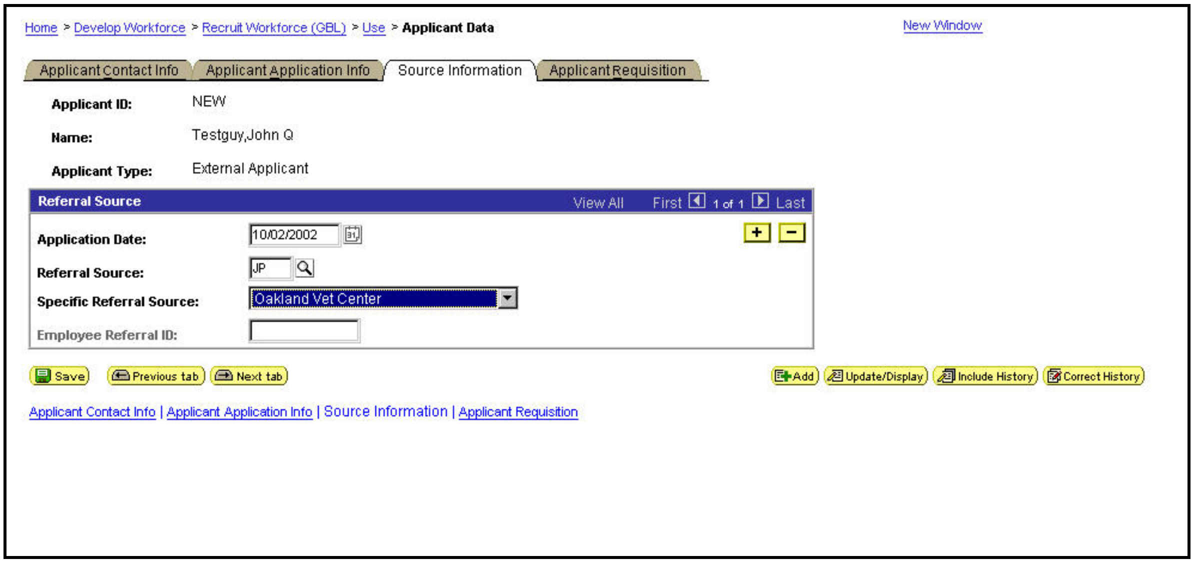
Applicant Info section			
Req	**Field Name**	**Type**	**Description**
*	**Application Date**	DT	**Date of Application must be same as Effective Date.**
	Applicant Status	VL	Defaults to Active – System updates status (i.e. Acceptance of an offer updates to hired or rejected)
	Reason	VL	Leave blank – Not Used
*	**Status Date**	DT	Date of current Application Status (same as Application Date if Applicant is active)
	Letter Code	LU	Leave blank
	Date Letter Printed	DT	Leave blank
	Purge Date	DT	Leave blank – Not Used
	Highest Education Level	VL	Defaults to Not Indicated
	Language Code	VL	Leave blank – Not Used
Preferences Section			**NOT USED**
Minimum Acceptable Pay Rate Section			**NOT USED**
Desired Employment Section			**NOT USED**
Resume Text Section			**NOT USED**

* Required Field

Application Purge Date: Central HR will purge resumes that are older than 6 months per LBNL policy.

Source Information

Contains Referral Source Information.

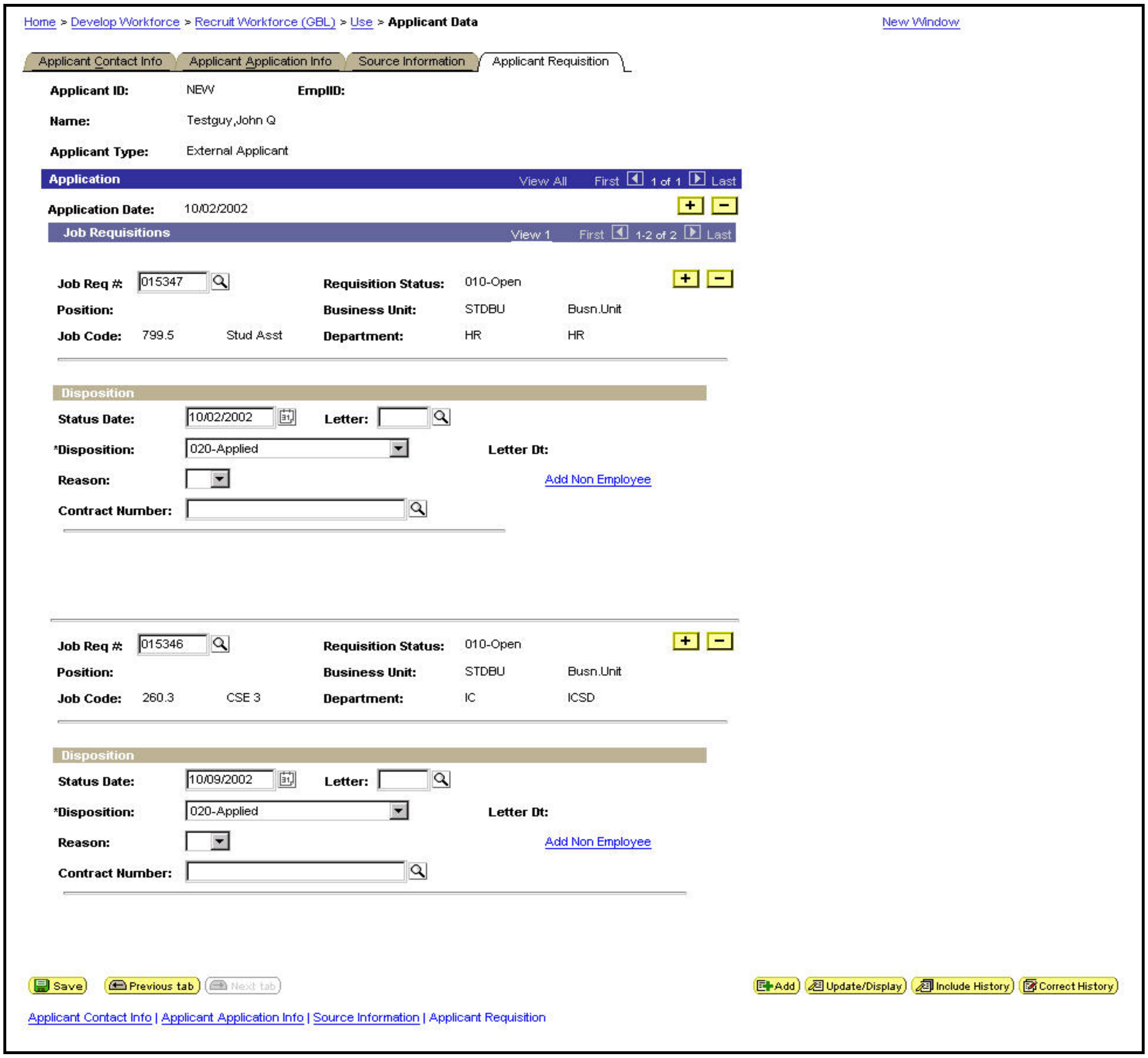


Req	FIELD NAME	Type	Description
*	**Application Date**	DT	Enter Application date must be same as date on application info page.
*	**Referral Source**	VL	Select from value list
	Specific Referral Source	VL	Select from value list
	Employee Referral ID	TX	Enter if applicable. Required when Referral Source is "Employee"

* Required Field

Applicant Requisition Page

This page can be used to "link" Applicants to Requisitions. If this page is not used for "linking", then use the Requisitions page in the Applicant Activity component.



Req	FIELD NAME	Type	Description
*	**Application Date**	DT	Displayed from Application Info page
*	**Job Req #**	LU	Select from value list
	Status Date	DT	Defaults to current date
	Letter	LU	Leave blank – NOT USED
*	**Disposition**	LU	Default is 020-Applied
	Reason	VL	Leave blank – NOT USED
	Contract Number	LU	Leave blank – NOT USED

* Required field

Click on the Job Requisition [+] to add a Job Requisition to the Application (i.e. link the Applicant to a Requisition.)

Applicant Eligibility/Identity

Information on the Applicant Eligibility/Identity will pre-fill from the Restrac scanner process. Consequently, only information included in the resume will be populated. This information is used for regulatory reporting.

Eligibility/Identity information will be filled as part of the Applicant Hire process.

Prior Work Experience Pages

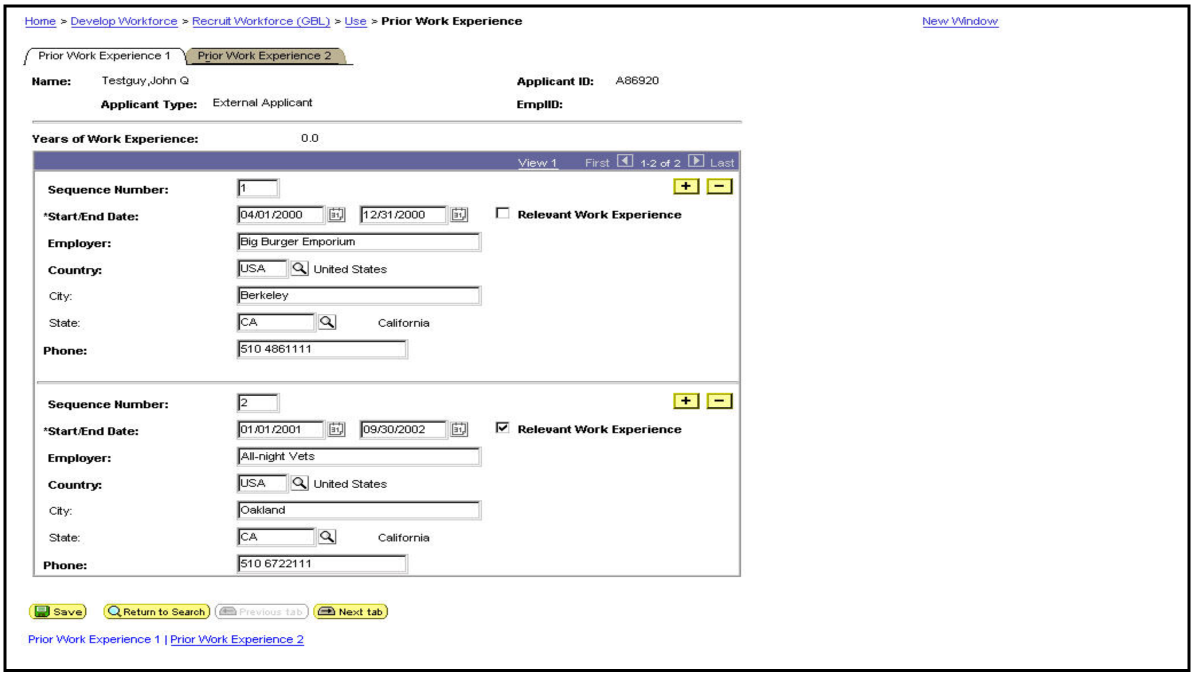
Prior Work Experience is populated for the Finalist only. This data must be populated manually before running the Salary Offer Worksheet.

Roadmap

Develop Workforce>Recruit Workforce (GBL)>Use>Prior Work Experience

Procedure

1. Select **Develop Workforce>Recruit Workforce (GBL)>Use**>**Prior Work Experience**
   The Prior Work Experience / Find an Existing Value page displays.
2. Enter the Applicant ID and click on **Search** button.
   The Prior Work Experience page 1 displays
3. Enter prior work experience data as shown in the chart below.
4. Click on the + to add additional rows of prior work experience information.

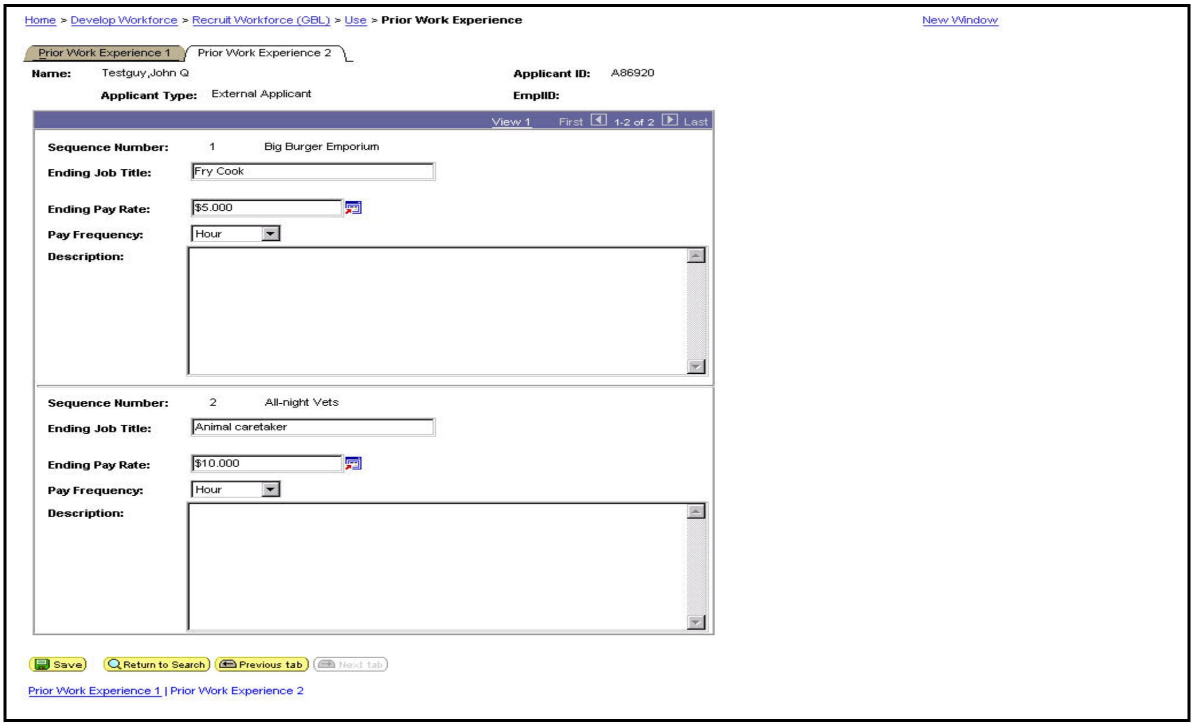


Req	Field Name	Type	Description
**	**Start / End Date**	DT	Previous Employment Dates
	Relevant Work Experience	CB	Check if applicable
**	**Employer**	--	Previous Employer Name
	Country	LU	Enter if Desired
	City	--	Enter if Desired
**	**State**	LU	Enter if Desired
	Phone	--	Enter if Desired

** Required for Salary Offer Worksheet: if exceptional salary for successful applicant only

5. Click on the Prior Work Experience 2 page tab
   The Prior Work Experience 2 page will display

6. Enter prior work experience data as shown in the chart below.
7. Click on the + to add additional rows of prior work experience information.
8. Click **Save** button to save your changes.



Req	Field Name	Type	Description
	Ending Job Title	--	Enter if Desired
**	**Ending Pay Rate**	--	Enter
**	**Pay Frequency**	VL	Enter
	Description	--	NOT USED

** Required for Salary Offer Worksheet: if exceptional salary for successful applicant only

Salary Offer Worksheet

To generate the Salary Offer Worksheet, you must complete the following fields on the Prior Work Experience Pages:

- Employer
- State
- Ending Pay Rate
- Pay Frequency

The Salary Offer Worksheet

The *Salary Offer Worksheet* is required for the Compensation Unit when the successful candidate's salary offer is "exceptional".

Divisions may choose to use the *Salary Offer Worksheet* internally when developing the offer packet. It is otherwise not required.

Exceptional Salary Policy:

1. For new employees with a salary increase greater than 15% for local residents or greater than 20% for non-local residents.

   Note: The percent increase is not considered when the candidate is a current employee classified as a Student Assistant, GSRA, Faculty, or Postdoctoral Fellow.

2. A salary greater than the 75th percentile (4th quartile), or 1.50 x the Davis Curve for Scientists & Engineers.

3. Salary that will increase an LBNL employee's current FY total salary increase percent to 25 percent or greater. (Requires the approval of the Laboratory Director and Human Resources.)

   Note: The percent increase is not considered when the candidate is a current employee classified as a Student Assistant, GSRA, Faculty or Postdoctoral Fellow.

4. Salaries above $160,000/year (Requires approval of the Director of the Oakland Office of the Department of Energy and the UC Regents.)

5. For reclassification and posted promotion increases, greater than10%.

Contact the Compensation Unit if you have any questions.

The Education Pages

EDUCATION PAGES: School Education – NOT USED

EDUCATION PAGES: Professional Courses – NOT USED

EDUCATION PAGES: Professional Education and Training

This data will populate the employee Education Data page in Administer Workforce upon Hire. Data may be entered in Administer Workforce after the hire is completed.

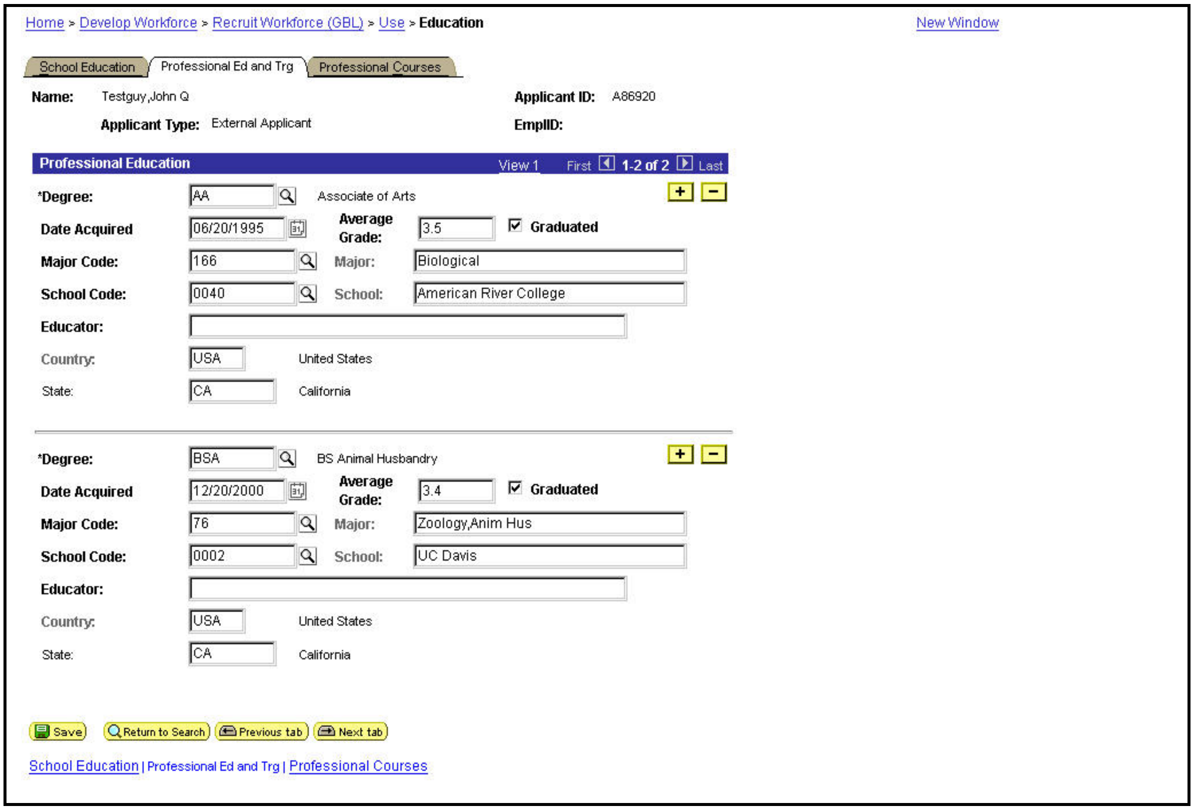
Roadmap

Develop Workforce>Recruit Workforce (GBL)>Use>Education>Professional Ed and Trg

Procedure

1. Select **Develop Workforce>Recruit Workforce (GBL)>Use**>**Education**
   The Education / Find an Existing Value page displays.
2. Enter the Applicant ID and click on **Search** button.
   The School Education page displays
3. This page is <u>not</u> the Education Data for degrees achieved. It is for school less than college and is **NOT USED**
4. Click on the **Professional Ed and Training** page tab to proceed to the Professional Education and Training page.
   The Professional Education and Training page displays
5. Enter Education data as shown in the chart below.
6. Click on the  to add additional rows of Professional Education information.
7. When you have finished entering Education information, click **Save** button to save your changes

Professional Education and Training



Req	Field Name	Type	Description
*	Degree	LU	Enter Degree
*	Date Acquired	DT	Enter 01/01/01 (Year of Degree)
	Average Grade	--	Grade Point Average
	Graduated?	CB	Check box if degree is complete
*	Major Code	LU	Select Major from Value List
	Major	LU	Do not enter data here! Major will auto-fill
*	School Code	LU	Select School from Value List
	School	--	Do not enter data here! School will auto-fill
	Educator	--	Not Used
	Country	--	Will Populate from School Code
	State	--	Will Populate from School Code

* Required Field

Note: To add a school or major code to the table, please send an email to HRIS@lbl.gov.